

**2005 NATIONAL MENTORING MONTH
FIRST GENTLEMAN REQUEST FORM**
Deadline – Thursday, December 9, 2004 at 4:00 p.m.

Thank you for your interest in having First Gentleman Mulhern participate in your 2005 National Mentoring Month event. While he is unable to accept all invitations, he hopes to attend a variety of events throughout the state. Events hosted by groups of organizations, such as a community-wide mentoring collaborative, will be given priority.

Please fill out the form as completely as possible and feel free to add any additional information that you feel might be helpful as we consider your request. Requests should be submitted to Mary Grill no later than 4:00 p.m. on Thursday, December 9, 2004 via emailed at grillm@michigan.gov or via fax at (517) 241-3869. If you have questions or need additional information, please contact Mary Grill at the Michigan Community Service Commission at grillm@michigan.gov or (517) 335-7875.

Contact Person

Contact Person	
Contact Person Phone	Work: Home: Cell: Pager:
Contact Person Email	
Contact Person Organization	

Event Information

Name of Event	
Sponsoring Organization	
Partnering Organizations	
Date of Event	
Event Start Time	
Event End Time	
Time of First Gentleman's Role	
Location of Event	
Address of Location (include street address, city, and zip)	
Phone at Event Site	
Fax at Event Site	

Who will meet Mr. Mulhern upon his arrival?	
Cell phone of person meeting Mr. Mulhern	
Where will Mr. Mulhern be met upon arrival?	

Program Information

Agenda – please list a detailed agenda or attach event agenda	
Purpose – please describe the purpose of the event	
Mr. Mulhern’s Role – please describe in detail the role you would like Mr. Mulhern to play. If it includes making a speech, please include the length of the speech.	
Event History – please describe the history of the event	

Expected attendance	
Expected audience	
Attire	
AV equipment (Mr. Mulhern prefers a lapel microphone, but a handheld or podium microphone is also acceptable.)	
Mr. Mulhern's introduction will be made by (please attach bio if possible)	
Will any special presentations be made during the event to Mr. Mulhern or by Mr. Mulhern? Please describe.	
Seating Arrangements for Mr. Mulhern (head table, etc.)	
Who will Mr. Mulhern be seated with? Please list name, title, and organization	
Will media be present? Please describe.	
Additional information	